

Dear Faculty,

DSS continues to take steps to ensure the provision of equally effective access for qualified students with disabilities. This memo is to inform you of recent changes that will improve our collective ability to respond to the increased demand for nonstandard exam accommodations in support of students who are registered with our office.

- **Exam Proctoring**

If simply a matter of extended time, we assume that you or your teaching assistant will administer the exam directly. This provides students with the opportunity to ask questions and seek clarification, and allows for a testing experience equivalent to that of their peers.

If you are unable to provide the necessary test accommodations, this office can proctor the exam. When DSS is administering the exam, we ask that you require students to take the exam at the same time as their classmates, unless there is a scheduling conflict or other mitigating circumstance. To facilitate this process, the student must complete an online request form for each exam at least 7 days in advance of the scheduled test date (more advance notice is required for finals). You will be notified of the request by e-mail and asked to confirm the exam arrangements.

- **Exam Approval Process & Use of GW Net ID**

You will continue to receive a copy of the proctoring requests, submitted by your students, in your GW email account. However, there will now be a link provided in that email that will redirect you to an external 'user' authentication site. This site will require you to login using your GW Net ID and password (as you would access GW email).

As students will submit exam requests that require them to supply a faculty's Net ID, they must be provided with your GW email address (other email addresses will not work with this system).

This external site is also a database, which will allow you to view your approved, denied, and pending requests for each student. The current deadline for responding to requests is two (2) business days prior to the test date. This will allow DSS the necessary time to coordinate various details to better facilitate exams.

- **48-hour Deadline for Receipt of Exams**

Given the volume of exams that DSS administers, exams must be delivered to DSS two (2) business days in advance of the test date. Exams may be sent by email or fax, or delivered in person. If you are unable to meet this deadline, we ask that you work with your departments to make other arrangements for test proctoring.

- **Delivery of Completed Exams**

DSS will no longer return completed exams to departments. This change will address several concerns:

- 1) Timely return of exams
- 2) Exam security, and
- 3) Managing an ever-increasing service demand with limited resources

Completed exams can be picked up from DSS during regular proctoring hours, Monday through Thursday from 8 am – 8 pm and Friday from 8 am – 5 pm. Please inform individuals picking up exams that ID will be required.

We appreciate your willingness to work with us in implementing these new procedures.